PERSONAL PROTECTIVE EQUIPMENT POLICY

KHG-POL-HSE-1062

KHG employees and contractors are required to wear appropriate personal protective equipment (PPE) in the workplace at all times in accordance with site safety requirements.

This policy is to ensure awareness and compliance with legal obligations by ensuring management, staff and contractors are aware of their PPE requirement and use. This policy applies to all KHG management, staff, contractors and guests on all KHG operational sites.

KHG management is responsible for ensuring that:

- The selection of PPE is appropriate to hazards and risks identified by risk assessments.
- Ensure PPE is available to all staff, contractors and guests and that appropriate local stocks are maintained.
- Training is provided in the use of PPE as appropriate to each role and that staff are made aware of the effects of exposure to relevant hazards and risks.
- Signage is posted for the area requiring specific PPE.
- Adequate storage locations are provided.
- Contractors comply with all KHG policies and procedures.
- Conduct inspections and audits to ensure staff, contractors and guests have the correct PPE, the PPE is in good condition and that it is being used properly.

KHG employees and contractors are responsible for ensuring that:

- Appropriate PPE is used as required.
- PPE is checked and cleaned regularly and stored properly in accordance to manufacture guidelines.
- Replace PPE as necessary.

1. Clothing

KHG will provide workers (employees and contractors) with shirts and trousers on semi-annual basis. Depends on the nature of the project, necessary quantity of clothing varies. The manager will decide the appropriate number of clothing sets according to nature of the work at the project inception. Safety clothing are reissued every half year.

2. Boots

Workers are responsible for purchasing suitable safety boots in accordance with safety requirements. Subject to the terms of engagement contracts, KHG may reimburse each employee the cost of purchasing safety boots up to $120 per year.

3. Replacement

Personal protective equipment are workers' personal belongings. Replacement of PPE outside of the allowable issuance is the responsibility of the worker.

Replacement PPE can be purchased from the Company under urgent situations.

A custodian is appointed by the Manager to keep track of the replacement PPE stock movements. The custodian is responsible for:

- Keeping replacement PPE register
- Stock-take and valuation

4. Breach

Employees and contractors who breach this policy will be refused to enter working area. Repeating breach after corrective education will lead to termination of contract or employment.

Wui-Lee Tan
Executive General Manager

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